



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE:

REFER TO FILE: **B-5**

September 25, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AS-NEEDED BUILDING AND SAFETY  
INSPECTION AND PERMIT TECHNICIAN SERVICES  
AWARD CONSULTANT SERVICES AGREEMENTS  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Award and authorize the Director of Public Works to execute agreements with the following consultants, in the form previously approved by County Counsel, for as-needed building and safety inspection and permit technician services, funded by development fees, for a term of one year each with two, one-year renewal options, and to establish the effective dates of these agreements:

JAS Pacific, Inc., for an annual fee not to exceed \$2,200,000.

Willdan Associates, for an annual fee not to exceed \$400,000.

The "G" Crew, for an annual fee not to exceed \$400,000.

P&D Consultants, Inc., for an annual fee not to exceed \$400,000.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended agreements will augment staff levels on an as-needed basis. This flexibility will meet the intermittent need for additional building inspection and permit technician services resulting from the variable level of construction activity caused by economic forces and seasonal differences. The recommended contract with JAS Pacific is based on continued services with this consultant at current levels. Public Works currently has a contract with JAS Pacific for 20 building inspectors and 7 permit technicians. Service levels have met or exceeded expectations and the rates are extremely competitive. Services of the other three consultants will allow us to meet service levels that exceed available resources of any one consultant.

### **Implementation of Strategic Plan Goals**

This action meets the Strategic Plan Goals of Service Excellence and Organizational Effectiveness by providing the public with services that maintain construction scheduling, stimulate the local economy, and green light private and public sector building construction while maintaining public safety.

### **FISCAL IMPACT/FINANCING**

These four agreements have a combined maximum not-to-exceed annual cost of \$3,400,000. This is the maximum projected cost for a term of one year with two, one-year renewable options. There will be no impact on net County cost.

Financing for the first year of the agreements is available from the County Engineer General Fund's Fiscal Year 2003-04 budget, and financing for subsequent year renewals will be made available in those year's budgets. This cost will be reimbursed by funding from fees for services.

The agreements allow a cost-of-living adjustment for the optional periods in accordance with County policy.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard agreement, previously approved as to form by County Counsel, will be used for each consultant. The agreements will be for a term of one year with two, one-year renewable options. Each agreement will include a clause for termination of services upon prior written notice and a renegotiation clause as directed by your Board.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, JAS Pacific, Willdan Associates, The "G" Crew, and P&D Consultants are willing to consider Greater Avenues for Independence Program participants for future employment.

JAS Pacific, Willdan Associates, The "G" Crew, and P&D Consultants are in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Jury Service Program).

Public Works has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to this recommended contract. This contract is exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

The agreements also contain provisions requiring the firms to comply with the Safely Surrendered Baby Law.

### **ENVIRONMENTAL DOCUMENTATION**

A finding of environmental impact is not required for consultant services agreements for building inspection and permit technician services.

### **CONTRACTING PROCESS**

On July 3, 2003, Public Works issued a Request for Proposal to 45 firms. Five firms responded to the request. An evaluation committee consisting of Public Works civil engineering and technical staff evaluated the proposals. The evaluation of the firms was based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, age, or gender. Based on the review and evaluation of the proposals, Public Works is recommending JAS Pacific, Willdan Associates, The "G" Crew, and P&D Consultants as the best qualified firms to perform the specified services.

Participation by Community Business Enterprises was encouraged through Public Works' CBE Outreach Program and the requirement that proposers demonstrate their good faith efforts to utilize CBE. The recommended consultants are aware of Public Works' CBE Outreach Program and their proposed CBE participation is on file with Public Works.

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Public Works maintains a database of prequalified consultants for building and safety services which is the main source of soliciting proposals. As requested by your Board on February 3, 1998, and to further increase consultant awareness of contracting opportunities with Public Works, a Request for Qualifications for these services was listed on the County Office of Small Business website.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that these consultants will not be requested to perform services which will exceed the agreements' approved amount, scope of work, and/or dates.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be an improvement of current County services and no negative impact during the performance of the recommended consultant services.

#### **CONCLUSION**

One approved copy of this letter is requested.

Respectfully submitted,

JAMES A. NOYES  
Director of Public Works

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cc: Chief Administrative Office  
County Counsel  
Department of Social Services (GAIN Program)